



BASIC COURSE:

The advisor clicks the login link from the main page of the school's website. This user enters their username and password and clicks Sign In. The system checks the master account list to see if the user account exists. If it exists, the system then checks the password. The system retrieves the account information, starts an authorized session, and displays the dashboard page. The advisor then clicks on the Courses link. They are directed to the courses page where they can select a class. Once the class is selected the advisor clicks on the class roster. The user selects a student and then evaluates their degree. Once that is done, the advisor evaluates the pre-requisites to make sure the student is allowed in the class.

ALTERNATE COURSE:

Should the advisor forget the username or password, they should then click the Forgot Username/Password link. The user would then type in their username or email address to receive a link to reset their password.

ALTERNATE COURSE:

Should a student not meet the requirements for the course, the advisor would then send the student an email telling them the situation.





